



# Guangyang Secondary School

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Dear Parent,

## **Elements of Business Skills Subject Information – Secondary Four Normal (Technical)**

**2023**

### **1 Topics Covered:**

#### **Term 1 Course Outline**

<b>Tentative Schedule</b>	<b>Topic</b>
Week 1 – 4	Coursework Practice
Week 5 – 10	GCE N level Coursework Examination

#### **Term 2 Course Outline**

<b>Tentative Schedule</b>	<b>Topic</b>
Week 1 – 6	GCE N level Coursework Examination
Week 7 – 8	Mid-year Examination
Week 9 – 10	GCE N level Coursework Examination

### Term 3 Course Outline

Tentative Schedule	Topic
Week 1 – 4	Intensive Topical Revision
Week 5 – 6	Preliminary Examination
Week 7 – 10	Review and Reflection of Preliminary Examination Intensive Revision using other schools' papers

### Term 4 Course Outline

Tentative Schedule	Topic
Week 1 – 5	Start of GCE N Level Written Examination

Note: Syllabus has been completed in Sec 3.

## 2 Assessment Modes:

Semester 1			Semester 2
Continual Assessment [CA1]  Coursework Practice Test	Weighted Assessment 1  [WA1]	Weighted Assessment 2 [WA2]	Semestral Assessment [SA2]  Preliminary Exam
100%	15%	15%	70%
			Overall 100%

## 3 Absence from Weighted Assessment/Tests:

- Medical certificates must be produced if your child/ward is absent for the weighted assessment/test.
- Parent's letter is strongly discouraged and its validity will be approved based on a case-by-case basis.
- Absence from any weighted assessment/test without a valid reason will result in zero mark for the weighted assessment/test.
- Do note that your child/ward will have to do a make-up weighted assessment/test on the day he/she returns to school.

**4 Absence from Exams:**

- a. Medical certificates must be produced if your child/ward is absent for the test.
- b. Re-exam will not be conducted but your child/ward will be required to attempt the exam papers as a practice.

We look forward to your continual and strong support for your child. This will definitely help him/her to better prepare himself/herself for the academic demands this year.

Do feel free to contact your child's Element of Business Skills teacher should you need further clarification on any matter.

Teacher

Mdm Atri Vasudha

Mr Kok Woon Poh

Thank you.